

# Market Range Detail - Probation Assistant

## Effective Date

December 17, 2007

## Market Range Title Description

Positions in this market range title provide specialized assistance to Probation Officers by monitoring adult and transferred youth probationers' compliance with their conditions of probation and release and providing recommendations for action on assigned cases. Typical job duties include: directing probationers regarding terms and conditions of their probation; monitoring the compliance of probationers' court orders including financial orders, treatment requirements, community restitution work hours, education requirements, and other related terms; providing recommendations to Probation Officers regarding probationers' compliance, treatment options, and proposed action such as early release from probation, change to a different program, warrant status, and/or revocation; interviewing and assessing probationers' risk and needs to assist in determining appropriate treatment placements; recommending additional court actions; providing regular status reports and updates to Probation Officers regarding assigned cases; maintaining regular communication and checks with probationers; preparing and maintaining case files; conducting criminal history checks, bookings, and obtaining necessary information from state and federal agencies; collecting court ordered fees; reviewing and approving or denying requests to leave Maricopa County; interpreting criminal history information; updating probation database with pertinent case information.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$16.29	\$20.06	\$23.82

## Likely Minimum Qualifications

- Associates degree
- Prior probation or court-related experience preferred
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications

## Working Titles

- Probation Assistant

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.